State Fire Marshal Division

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SAMPLE FIRE SAFETY & EMERGENCY EVACUATION PLAN
Required by the 2007 Minnesota State Fire Code

Upon discovery of fire or smoke:

 1. Sound the building's fire alarm. This is done by pulling the nearest fire alarm station. If no fire alarm pull station is close, call the switchboard/operator.
 2. Evacuate students and staff according to routes posted in the classroom.
 3. Close all classroom and office doors (do not lock doors).
 4. Teachers are responsible for accounting for all students. Teachers should take class roster with them when evacuating.
 5. Call the fire department by dialing 911. Person or position responsible: <u><insert staff name or position (i.e. switchboard operator)></u>.
 6. Meet the fire department at: <u><insert location></u>. Person or position responsible: <u><insert staff name or position (i.e. custodian or building engineer)></u>.
 7. Building re-entry can occur when authorized by fire official in charge or it has been determined that no emergency exists.

Life Safety Strategies:

☐ Total Building Evacuation <u><this would be the default choice></u>.

☐ Total Building Evacuation with "safe rooms" for disabled.

☐ Zoned Evacuation or "Defend-in-Place" <u><Note: this needs prior approval of State Fire Marshal and local fire chief></u>.

Evacuation:

1.   Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan.
2.   The following staff should stay in the building to perform the functions listed as long as it is safe for them to do so:
  • <u><insert staff name or position (i.e. switchboard operator)></u>.
  • <u><insert staff name or position (i.e. disabled "safe room")></u>.

The Following Have Special Evacuation Criteria:

1. Swimming pool occupants need not evacuate in extreme weather conditions. Upon activation of the fire alarm, all swimming activities should cease and occupants should assemble next to the exit door(s).
2. Disabled persons may be taken to safe rooms as outlined in the following section.

Evacuation of Disabled:

1. Upon activation of the fire alarm system, disabled persons are to be moved outside the building or to "safe rooms" inside the building (if not on ground level).
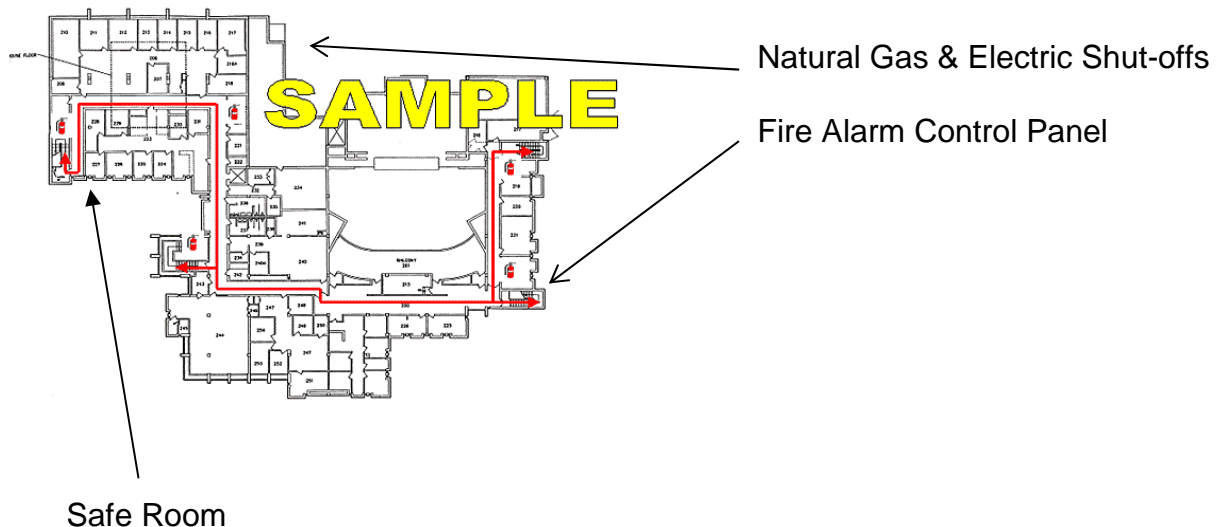
2. Elevators may be used to assist the disabled in evacuating the building when the elevator is equipped with the emergency recall function and it's connected on a separate circuit from the other detectors or waterflow alarms in the building. Safe rooms are still required in case there is a fire involving the elevator equipment.
3. "Safe Rooms" or "Areas of Refuge" are at the following locations:
   - <u>\<list location of each Safe Room or Area of Refuge\></u>
   - <u>\<list location of each Safe Room or Area of Refuge\></u>
   - <u>\<list location of each Safe Room or Area of Refuge\></u>
4. The following staff are assigned to stay with students in the safe rooms:
   - <u>\<insert staff name or staff position\>   \<insert safe room location\></u>
   - <u>\<insert staff name or staff position\>   \<insert safe room location\></u>
   - <u>\<insert staff name or staff position\>   \<insert safe room location\></u>

Relocation of Students:
1. Should the fire or other emergency cause the building to be uninhabitable, transportation for students and staff is accomplished by contacting: <u>\<insert name of bus company or transportation center\></u>.
2. The following is the primary relocation center: <u>\<insert name and address\></u>.
3. The following is the secondary relocation center: <u>\<insert name and address\></u>.
   - NOTE: Depending on the number of students and staff, the relocation centers may not be able to accommodate everyone. A determination should be made beforehand as to who goes where if multiple sites are needed (i.e. K-4th grades go to neighboring church; 5-6th grade go to community center).
4. The following person is responsible for media notification and contact:
- <u>\<insert staff name or position (i.e. principal)\></u>.
- <u>\<insert names and contact information for media outlets\></u>.

Floor Plan of Building: \<insert a floor plan showing exits, fire protection, utility shut-offs, and areas of refuge (i.e. safe rooms).

Natural Gas & Electric Shut-offs

Fire Alarm Control Panel

Safe Room

Fire Hazards Present: \<insert floor plan showing the location of fire hazards – kitchens, boiler rooms, shops, labs, etc.\>

First Floor

Chemical Storage

Chemistry & Science Rooms

Personnel Responsibilities:

1. Teachers:
   - Go over evacuation plan at beginning of school year with students,
   - Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire,
   - Bring class roster with for student accountability,
   - Close doors to classrooms or offices upon evacuating (do not lock the doors),
   - Ensure that all students are evacuating (you may need to check restrooms and other contiguous rooms),
   - Assemble at designated point outside the building,
   - Account for all students,
   - Report any missing students to Principal.

2. Other Staff:
   - Evacuate building using the closest exit,
   - Perform other duties as specifically outlined in this plan or as directed by Principal.

3. Principal / Administrator:
   - Ensure activation of alarm,
   - Ensure evacuation of students and staff,
   - Ensure notification of fire department,
   - Ensure that staff are following the fire safety and evacuation plans,
   - Assist the fire department and other emergency responders,
   - Advise the following of the situation (as time permits): <insert contacts here (i.e. Superintendent, insurance company, etc.)>

4. Building Engineer/Custodian:
   - Determine location of incident (from fire alarm system),
   - Meet fire department at <insert location>,
   - Act as liaison with fire department,
   - Provide access to all areas for firefighters.

Emergency Plan Information:

1. Person developing this plan: <u><insert name, title, and contact information for person></u>.
2. Date this plan was developed or revised: <u><insert date></u>.